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January 2, 2024

**VIA ECF**

Hon. Denise L. Cote  
United States District Judge  
United States District Court  
Southern District of New York  
500 Pearl Street, Room 2200  
New York, New York 10007

**Re: Tasha Clarke v. Guardian Service Industries et al.  
Civil Action No. 1:23-cv-04715-DLC**

Dear Judge Cote,

We represent Defendants Guardian Service Industries, Inc., and Michael Ronan individually (the "Defendants"), in the above-referenced matter. We write jointly with Plaintiff's counsel (collectively the "Requesting Parties"), pursuant to Rule 1.E of Your Honor's Individual Practices, to request an adjournment of the initial case management conference currently scheduled for January 5, 2024. This is the Requesting Parties' first request for an extension and no other deadlines will be affected if this request is granted. The Requesting Parties are scheduled to participate in Court ordered mediation during the week of January 22, 2024. The requested extension will allow the Requesting Parties to attempt to resolve this matter before proceeding with litigation and discovery.

Accordingly, the Requesting Parties respectfully request that the Court adjourn the Initial Conference to a date after January 29, 2024 that would be convenient for the Court.

Thank you for your consideration of this request.

Respectfully submitted,

JACKSON LEWIS P.C.

*The conference is adjourned  
to 2/2/24 at 2<sup>00</sup>.*

*Joseph Anci  
1/3/24*

/s/Joseph Anci

Joseph Anci